



ADDENDUM III

to MOU between The Trustees of the California State University, on behalf of California State Polytechnic University, Humboldt (previously named Humboldt State University) and the College of the Redwoods

Nursing Co-Enrollment

FOR THE CALIFORNIA STATE POLYTECHNIC UNIVERSITY, HUMBOLDT AND COLLEGE OF THE REDWOODS COMMUNITY COLLEGE, ADN TO BSN CONCURRENT ENROLLMENT PROGRAM (CEP)

This addendum is entered into effect on the last dated presidential signature below, between California State Polytechnic University, Humboldt (Cal Poly Humboldt) and College of the Redwoods (CR) in order to establish a (CR) Associate Degree in Nursing (ADN) to a Cal Poly Humboldt Bachelor of Science in Nursing (BSN) collaborate program as part of a North Coast Concurrent Enrollment (NCCE) program. The purpose of this collaborative program is to offer a streamlined, efficient, and seamless pathway for CR ADN students to transfer to the Cal Poly Humboldt nursing program to complete a BSN degree. The purpose of this addendum is to establish procedures for the governance of the program, admission procedures, operation of student financial aid at Cal Poly Humboldt, curriculum responsibilities, and sharing of classroom and other curricular resources.

PREAMBLE

It is recognized that the concurrent enrollment program established through this addendum prepares workforce-ready ADN-to-BSN graduates and thereby will increase the numbers of nursing professionals available for work in the region who hold the BSN degree. This CEP program builds on the existing excellence and diversity of the nursing programs at CR and Cal Poly Humboldt. Nursing graduates at each of these campuses are reflective of the diversity of the nursing programs at CR and Cal Poly Humboldt. Nursing graduates at each of the campuses are reflective of the diverse population they serve, educated to provide skilled nursing care based on scientific knowledge, and work in complex healthcare environments that seek nurses with critical analytic thinking skills. This model collaborative program is limited to the discipline of nursing and is open to matriculated ADN students from CR. It is designed to enable CR ADN students an opportunity to engage in ADN and BSN concurrent coursework at CR and Cal Poly Humboldt and provides a seamless transition to Cal Poly Humboldt to complete their BSN degree without interruption in their coursework.

MISSION

The mission of the CEP program is to transform nursing education by creating high quality, affordable, community college and university curriculum pathway that prepares BSN nurse generalists to serve California's diverse population.

ARTICLES

1. Name. The College of the Redwoods and Cal Poly Humboldt ADN-BSN collaborative program is hereafter referred to as North Coast Concurrent Enrollment (NCCE) program. The NCCE program functions under the guidance of this addendum between the participating CR and Cal Poly Humboldt campuses.
2. Term. This addendum shall be effective for five (5) years from the last dated presidential signature below and is renewable upon mutual written consent and conditional upon CR acquiring national accreditation of the Accreditation Commission for Education in Nursing (ACEN) within the 5 years of this initial term.
3. Amendments and Termination. The addendum may be terminated with one full calendar year notice by either the president of Cal Poly Humboldt or designee or the president of the CR or designee. No amendment to this addendum shall be valid unless made in writing and approved by the unanimous consent of both presidents. Termination for significant fiscal or operational reasons may be immediate upon one month's notice to the other campus president.
4. Establishment of the Model Concurrent Enrollment Program. The purpose of this addendum is to establish a CEP between Cal Poly Humboldt and CR. This collaborative program is being established for the purpose of offering an ADN-to-BSN program transfer pathway for students enrolled in the CR Associate Degree in Nursing program. This track allows CR students to complete designated concurrent baccalaureate nursing coursework at Cal Poly Humboldt with a guarantee of a seamless transfer to the Cal Poly Humboldt ADN-to-BSN program. Admission to Cal Poly Humboldt is based on the fulfillment of the ADN-to-BSN student contract the CR student signs at the beginning of the ADN program that specifies contingencies for admission into the specified Cal Poly Humboldt baccalaureate nursing program and the university.
5. Administration. The NCCE program shall be guided and administered jointly by both CR and Cal Poly Humboldt, except for those tasks set out in Section 7 below. A committee of members, from both campuses appointed by each CR and Cal Poly Humboldt, will serve as an NCCE Committee that will oversee operations, assess the academic quality of the program, and make recommendations to their respective college deans/academic administration responsible for program. The NCCE Committee shall consist of the directors of Nursing, ADN-BSN Coordinators, and representatives from financial aid and student services. A Chair will be elected annually from the members of this committee.
6. Overall Responsibility: The NCCE Committee shall strive to carry out the NCCE mission to:
 - A. provide a robust, academically effective, and fiscally sound concurrent ADN-to-BSN program;
 - B. develop and implement strategies to market the program, seek external funding as needed, and recruit highly qualified students from diverse backgrounds reflective of their communities;
 - C. provide a collaborative process for making policy and operational decisions about the ADN-to-BSN curriculum and fiscal matters; and
 - D. create a venue for administrative and faculty collaboration between the NCCE campuses to develop and carry out a seamless concurrent ADN-to-BSN program in Humboldt County.
7. Membership and Participation. Collaborative membership consists of the appropriate CR and Cal Poly Humboldt campus authorities.
 - A. Organization. The administrative and operational organization of the NCCE will consist of oversight by the CR and the Cal Poly Humboldt Academic College Deans/Academic

Administration responsible for Program with responsibility for the individual nursing programs on their campuses; the deans/Nursing Directors will oversee the more detailed work done by the NCCE Committee.

B. Academic Deans/Academic Administration responsible for Program. The deans/ academic administration responsible for program are responsible for oversight of the NCCE Committee and shall also advise campus presidents and provosts/vice presidents on NCCE and ADN-to-BSN program performance.

i. At the beginning of each fiscal year, the deans/academic administration responsible for program will review and approve the annual internal report and operating plan following review and recommendations by the NCCE Committee.

C. NCCE Committee. The NCCE Committee is responsible for the development of the collaborative curriculum with the CR and Cal Poly Humboldt campus policies and nursing accreditations and regulatory standards. The committee will assemble data and information relative to coursework in the NCCE program and relative to the assessment of student performance.

i. The NCCE Committee shall consist of the directors of Nursing and ADN-BSN Coordinators. A Chair will be elected annually by and from the members of this committee.

ii. The NCCE Committee will meet in-person at least twice annually. At these meetings, the academic aspects of the degree program will be reviewed, including standards for admission with respect to scholastic qualifications and course preparation, required core courses and recommended upper-division general education courses within the program subject to CR and Cal Poly Humboldt campus curricular and other related policies. Proposed changes or improvements to academic aspects of the degree program may be adopted at such meetings, subject to appropriate approval processes on the participating campuses.

D. Campus Faculty. According to respective campus policy/procedures for identifying qualified faculty for a course and/or academic program, groups of qualified faculty eligible to participate and teach in the program will be named for each participating campus. The campus nursing director or designee shall be responsible for compiling this list at each campus.

8. Administrative Responsibilities.

A. The dean/academic administration responsible for program of each respective institution collaborating on the program will oversee the NCCE program. Their role is to advise the campus provosts/vice presidents and presidents and coordinate matters concerning the NCCE program and the participating campuses.

B. The NCCE Committee will be responsible for routine program operations, including the assessment of the academic quality of the program. The NCCE Committee will also review compliance by the program with all applicable Cal Poly Humboldt and CR governmental policies and regulations and for program accreditation and assessment. The NCCE Committee will assess program performance on an annual basis and make annual budgetary recommendations to the deans/academic administration responsible for program.

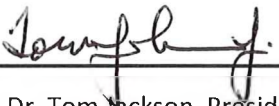
- C. The Nursing directors at Cal Poly Humboldt and CR will prepare an annual report assessing program performance outcomes measures (e.g. admission, attrition, enrollment, completion, NCLEX pass rates, etc.) and describing the past year's activities. Reports are to be submitted for NCCE Committee review prior to September 1 of each calendar year.
 - D. Each campus shall appoint an employee/CR Nursing Director to serve as that campus' ADN-BSN Coordinator who shall be responsible for administrative matters and program operations on their individual campuses and are subsequently submitted to the deans/Academic Administration responsible for nursing on each campus. The directors of each NCCE campus will appoint the campus ADN-BSN coordinator. The Nursing director may also serve as the campus coordinator if so desired. The campus ADN-BSN coordinators and or the Directors of Nursing will form a Joint Admissions Committee and identify admission criteria for candidate admission to the collaborative program according to procedures approved by the deans/ academic administration responsible for program.
9. Academic Administration of the Program. The collaborating campuses agree that the following aspects of the academic administration of the ADN and the BSN degree programs shall be the responsibility of their respective campuses i.e., CR and Cal Poly Humboldt: student application processing, admissions, student matriculation, advising, monitoring and approval of degree requirements and confirmation of degree completion.
- A. Student Enrollment and Record Keeping. Students accepted into the NCCE Program will be officially enrolled in CR as ADN students throughout their CR program of study. These students will be enrolled in Cal Poly Humboldt as their home campus where concurrent enrollment is to take place and subsequent completion of BSN coursework after the awarding of an ADN by CR. Record keeping of concurrent Cal Poly Humboldt enrollment courses will be the responsibility of Cal Poly Humboldt. Cal Poly Humboldt student Transcripts designating enrollment courses will be sent to CR for their record keeping. Application for admission to and concurrent enrollment at Cal Poly Humboldt will take place prior to their first semester as a nursing major at CR. Student record-keeping at Cal Poly Humboldt shall reflect courses taken at CR and any other required transcripts as well as concurrent enrollment courses completed through Cal Poly Humboldt.
 - B. Student Enrollment. Requirements for students in this ADN to BSN program shall be identified prior to enrollment into the CR's ADN program. The following requirements must be maintained in order for continued progression at Cal Poly Humboldt: Any individual course and overall grade point average, student conduct in good standing, background check and drug screening testing that complies with California Board of Registered Nursing mandates, immunization documentation and any other CR or Cal Poly Humboldt student admission and enrollment requirement. Enrollment in required Cal Poly Humboldt concurrent courses while enrolled in the CR ADN program will take place in the fall and spring semesters.
 - C. Annual Enrollment Period. The Cal Poly Humboldt ADN-BSN Program will operate on a yearround fiscal calendar with the NCCE program Fall semester session representing the beginning of each new fiscal year.
 - D. Fee Structure and Revenue Collected. Students will be charged the approved CR Tuition and Fee(s) and state-supported program CSU Tuition and Fee(s) set by their respective campus governing boards during each semester they are enrolled in their respective CR and or Cal Poly Humboldt nursing coursework.
 - E. Student Financial Aid. Please see Exhibit A for separate terms related to Financial Aid.

- F. Enrollment Record Keeping. CR will maintain a list of current ADN students in the ADN-BSN track as they progress through their ADN program in order to project student numbers for concurrent enrollment courses and subsequent admission to Cal Poly Humboldt.
- G. Enrollment Numbers per cohort. CR shall endeavor to enroll 12 students to each cohort entering the concurrent state-supported Cal Poly Humboldt program per academic year.
- 10. Fiscal Reporting and Accountability. Each campus shall be responsible for its own campus accounting, budgeting, billing, and payroll services.
 - A. Administrative Time for Program Operations. Funding of program administration and any assigned time granted to faculty to work on this CEP as well as the appointment of faculty for the purpose of instruction will be the responsibility of each individual campus unless otherwise decided by the deans/academic administration responsible for program.
 - B. Campus Funding for Faculty Costs. Each campus shall be responsible for the funding of its instructional faculty.
- 11. Office Space, Instructional Space, and Normal Logistical Support for the NCCE Program Faculty. Each campus agrees to provide the necessary administrative and faculty office space to support the program.
- 12. Cancelling of Courses. It is expected that all planned ADN-to-BSN courses will be offered as scheduled by the participating campuses. If, in any case, this is not possible and a course must be canceled, a “teach out” plan will be developed and implemented for students enrolled in the CEP prior to formal final severance from the agreement.
- 13. Amendments to the Dissolution. Amendments of any kind to this addendum, or a request for dissolution of this agreement can be made by the dean/academic administration responsible for program to the partner institution. Amendments and a notice of dissolution of partnership in the NCCE program are to be prepared in writing and circulated at least two-weeks prior to scheduling a meeting to discuss the process. Formal amendments will become effective following approval by the CR and Cal Poly Humboldt deans/academic administration responsible for program and concurrence of the collaborating campus presidents or their designees. The request for dissolution shall contain a “teach out” plan for students currently enrolled in the CEP prior to formal final severance from the agreement.
- 14. Termination of Participation in the NCCE Program. If a campus decides to withdraw from the CEP, the campus must provide one (1) year’s advance written notice. A campus terminating its affiliation with this CR and the Cal Poly Humboldt program will be responsible for ensuring that all current students dependent on that campus for courses and faculty supervision are able to complete their designated degree. These students will continue to receive the full support of all participating NCCE campuses for the duration of their degree programs. Termination for significant fiscal or operational reasons may be immediate upon one month's notice to the other campus president.

SIGNATURES

IN WITNESS WHEREOF, the CSU campuses have executed this addendum the day and year first above written.

APPROVED



By Dr. Tom Jackson, President California State Polytechnic University, Humboldt

Date 1-30-23

APPROVED



Keith Flamer (Jan 27, 2023 14:28 PST)

By Dr. Keith Flamer, President College of the Redwoods

Date Jan 27, 2023

Appendix A:
**Financial Aid North Coast Concurrent Enrollment Agreement College of the Redwoods and Cal
Poly Humboldt**

Financial Aid Administration and Disbursement Procedures

1. Cal Poly Humboldt will be responsible for financial aid administration procedures and policies including disbursing aid and monitoring student eligibility.
2. Cal Poly Humboldt will provide information to CR students enrolled in the concurrent program about the process for applying for financial aid at the Cal Poly Humboldt campus.
3. Financial aid disbursement to students participating in the NCCE concurrent enrollment program will adhere to the Cal Poly Humboldt schedule for disbursement as follows:
 - 3.1 Cal Poly Humboldt will use federal, state, and institutional policy and procedures to calculate awards, disburse aid, monitor satisfactory academic progress, and calculate eligibility requirements.
 - 3.2 Students may only receive financial aid for courses that are applicable to the student's ADN-toBSN degree program curricular enrollment requirements.
 - 3.3 Financial Aid will be disbursed following Cal Poly Humboldt schedule for disbursements and adhering to federal Title IV disbursement rules.
 - 3.4 Federal, State, and Institutional financial aid is subject to cancellation or reduction when students withdraw officially or unofficially from coursework and/or fail to begin attendance at either CR or Cal Poly Humboldt.
 - 3.5 CR Nursing Director will communicate changes in enrollment as soon as possible to Cal Poly Humboldt Nursing Director to accurately reflect the student's enrollment and eligibility.
 - 3.6 Cal Poly Humboldt Office of the Registrar will be responsible for reporting enrollment at the National Student Clearing House (NSC) and to the National Student Load Data System for Students (NSLDS). CR Registrar will report applicable information to NSC/NSLDS regarding enrollment following requirements.
 - 3.7 Students may be required to submit documents to Cal Poly Humboldt to complete their enrollment and financial aid records.
 - 3.8 Students enrolled or withdrawn may be subject to Return of Title IV, refund, and/or overpayment calculations associated with state and institutional financial aid.
 - 3.9 Student must adhere to CSU code of conduct and rights and responsibilities. CSU does not function as a third-party servicer.
4. Cost of Attendance for Cal Poly Humboldt semesters during concurrent enrollment shall be calculated as follows:

Tuition and Fees: Cal Poly Humboldt tuition/Fees + (College of the Redwoods) Tuition/Fees
Room and Board: College of the Redwoods amount
Books and Supplies: ¼ cost of books/supplies from CAL POLY HUMBOLDT + ¼ cost of books/supplies from CR
Travel: CR amount
Miscellaneous: College of the Redwoods Community College amount
5. Cost of Attendance for Cal Poly Humboldt semesters CSU Summer and 5th semester: 6. Use regular Cal POLY HUMBOLDT Cost of Attendance

Appendix B
Example of the CR and Cal Poly Humboldt Roadmap

CR-Cal Poly Humboldt Cross Enrollment Pathway

Summer Session 2023	Course	Course Name	Units
CAL POLY HUMBOLDT		Orientation ADN-BSN Program	-
Fall 2023	Course	Course Name	Units
CR	NURS 1	Nursing Science and Practice Concepts I	9.5
CAL POLY HUMBOLDT	N348	Development for Professional Practice	3
Spring 2023	Course	Course Name	Units
CR	NURS 2	Nursing Science and Practice Concepts II	9.5
CAL POLY HUMBOLDT	N372	Health Assessment & Promotion Across the Lifespan	3
Summer 2024	Course	Course Name	Units
CAL POLY HUMBOLDT	UD-DCG	Area C or D (need 6 units total)	3
Fall 2024	Course	Course Name	Units
CR	NURS 3	Nursing Science and Practice Concepts III	9.0
CAL POLY HUMBOLDT	N390	Nursing Informatics & Information Literacy & Competency	3

Spring 2024	Course	Course Name	Units
CR	NURS 4	Nursing Science and Practice Concepts IV	10
CAL POLY HUMBOLDT	N350	Pathophysiology for Nursing Practice	3
GRADUATE FROM CR AND PASS NCLEX-RN			
Summer 2024	Course	Course Name	Units

CAL POLY HUMBOLDT	UD	Area C or D DCG	3
Fall 2024	Course	Course Name	Units
CAL POLY HUMBOLDT	470	Community/Public Health Nursing Lecture	3
	471	Community/Public Health Field Placement	3
	HED 451	Nutrition for Chronic Disease	3
Spring 2025	Course	Course Name	Units
CAL POLY HUMBOLDT	460	Nursing Leadership and Management Dynamics Notes: Capstone course	3
	490	Nursing Research	3

GRADUATE FROM CAL POLY HUMBOLDT WITH BSN

TOTAL CR Units 70 (54 units of GE and 16 units nursing)

TOTAL CAL POLY HUMBOLDT Units 33 (27 units nursing, 6 UD-DCG Area C, D)

TOTAL NCLEX: 17

TOTAL 120

BSN applicants can transfer 54 units of GE and nursing prerequisites and they can transfer 16 units from their ADN program, totaling up to 70 units. Seventeen units of credit from the applicant's NCLEX exam will be applied to the BSN program towards the BSN degree. Students complete 27 units of upper division nursing courses, and an additional 6 units of upper division general education (UDGE) courses in areas C and D will be taken to meet the requirement of 120 units.

The Upper Division Area B General Education requirement is met by the coursework within the nursing major. The department suggests that students select Upper Division GE area C and area D courses that also meet Diversity and Common Ground (DCG) requirements. Recognizing the increasing cultural diversity of California's population, and the importance of understanding diverse cultural experiences, identities and how differential privilege and power are organized, the University requires that students complete a Diversity and Common Ground (DCG) requirement as part of the baccalaureate degree program. Undergraduates must complete at least two DCG courses; one of these courses must be designated domestic (focused within the boundaries of the United States) while the second course may either be domestic or international/transnational (nondomestic) in focus. Students may meet the DCG requirement with courses that simultaneously meet other degree requirements (general education, the major or minor, US institutions, or the elective component). <https://www2.humboldt.edu/acac/staffaculty/diversity-common-ground>

BSN Degree Unit Breakdown

Lower Division GE (Community College) 25 units (Area C, D, E, F)

Nursing Prerequisites (Community College)	29 units (8-core courses required for BSN program from GE Areas A & B)
ADN Nursing Courses (Community College)	16 units
NCLEX Credit	17 units
Upper Division GE (CAL POLY HUMBOLDT)	6 units in area C & D (3 units of UDGE Area B is met with upper- division nursing courses)
Upper Division BSN Major Courses (CAL POLY HUMBOLDT)	27 units
TOTAL	120 Units

Appendix C
College of the Redwoods (CR) - Cal Poly Humboldt
Concurrent Enrollment Program Onboarding Process Beginning Fall 2023

Every 3 months	<ul style="list-style-type: none"> • Informational Sessions to pre-nursing students
February	<ul style="list-style-type: none"> • Students apply to CR SON • Students submit all official transcripts to CR Nursing Dept. as part of their application packet. • CR Nursing Director evaluates applications and transcripts for eligibility.
March	<ul style="list-style-type: none"> • TEAS Exam Hosted by CR
Mid-March-April	<ul style="list-style-type: none"> • Admissions and Records: GE Certification Review • Acceptance Letter/Email sent to CR-CEP students by Pre-Enrollment Advisor at CR
May	<ul style="list-style-type: none"> • (Early May) CR sends list of CEP students with alternates to Director of Nursing at Cal Poly Humboldt. • CR provides GE Breadth Certificates to CR-CEP students to upload directly to Cal State Apply • (Mid-May) CR CEP Intake Day (Informational) - books, uniforms, immunizations • CPH application due for CEP students. • CPH Pre-Enrollment Advisor requests application code and sends to RCC-CEP students. • Students are notified to complete FAFSA application with CPH as primary school by CPH Financial Aid Advisor
June	<ul style="list-style-type: none"> • (Early June) RN to BSN Orientation for CPH-CR CEP • Policies/procedures, compliance, course registration, advising, Canvas/emails, and course information and resources • Reminded to use/check CPH/CR email for important information. • Registration to course • CPH sends CR-CEP Student List via email to CPH Financial Aid Advisor for review and processing.
July	<ul style="list-style-type: none"> • Cal Poly RN-BSN Compliance Due • (Mid-June) CR Boot Camp
August	<ul style="list-style-type: none"> • (Early August) Immunization/Background Check/Drug testing Deadline for CR. • (Aug 22) CR Fall Semester begins • (Aug 22) Cal Poly Humboldt Semester begins • (Aug 22) Cal Poly Humboldt BSN Orientation

Appendix D

GENERAL EDUCATION AND PREREQUISITE ADMISSION COURSEWORK TO BE TRANSFERRED INTO CSU FOR ADMISSION TO CONCURRENT ENROLLMENT PROGRAM

The California State University <small>OFFICE OF THE CHANCELLOR</small>		California State University General Education Certification Form			
PROGRAM: Nursing: ADN to BSN					
COMMUNITY COLLEGE Select Community College		CERTIFIER NAME		CERTIFIER TITLE/ROLE	
STUDENT FULL NAME		CSU ADMISSION TERM/YEAR	FULL OR PARTIAL CERTIFICATION	SEMESTER OR QUARTER UNITS	GE-BREADTH OR IGETC
		Certification Status	Term Type	Select Pattern <input type="button" value="v"/>	

List of Courses Completed					Campus Notes
Course ID	Course Title	Minimum GE units (sem)	CSU GE B IGETC	Sem Units Completed per Course	
	Written Communication	3 sem	A2/ IA		Pre requisite Nursing
	Oral Communication	3 sem	A1/ IC		Pre requisite Nursing
	Critical Thinking	3 sem	A3/ IB		Pre requisite Nursing
	Physical Science (Chemistry)	3-6 sem	B1/ 5		Pre requisite Nursing
	Life Science (Human Anatomy/Lab)	3-6 sem	B2/ 5		Pre requisite Nursing
	Laboratory (Physiology/Lab	3-6 sem	B3/ 5		Pre requisite Nursing
	Microbiology/Lab				Pre requisite Nursing
	Introduction to Statistics	3 sem	B4/ 2		Pre requisite Nursing
	Arts/Humanities (Discipline Sub-Area ARTS)	3 sem	C/ 3		
	Arts/Humanities (Discipline Sub-Area Humanities)	3 sem	C/ 3		
	American Institution & Ideals	3 sem	AI		
	Social Science (Specify Discipline Sub-Area)	3 sem	D/ 4		

	Social Science (& American Institutions double count)	3 sem	D/ 4 / AI	
	Lifelong Learning (If Military Credit (DD-214)	3 sem	E	
	Ethic Studies	3 sem	F	
Total Units of General Education & BSN Admission Prerequisite Coursework (including American Institutions & Ideals)				
Other Transferrable Units Including Elective Units to reach 70 units				

List of Transferrable Courses Completed			Campus Notes
Course ID	Course Title	Units (sem)	
		sem	
		sem	
		sem	
		sem	